

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Department of Information Technology Services (DoITS)

AGENDA DATE: January 23, 2018

PUBLIC HEARING DATE: N/A

CONTACT PERSON NAME AND PHONE NUMBER: Bruce D. Collins - Purchasing Director
Purchasing & Strategic Sourcing, (915) 212-1181
Enrique Martinez Jr. - Director
Information Technology Services, (915) 212-1400

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 5 – Promote Transparent and Consistent Communication Amongst All Members of the Community

SUBGOAL: 5.2 Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications

SUBJECT:

Request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue purchase order to Accela Inc. in the amount of \$491,826.82 for annual maintenance and support of the Accela software system used by multiple City Departments for Licensing, Permit, and Code Enforcement.

BACKGROUND / DISCUSSION:

March 25, 2008 (Item 9.B) City Council authorized Accela Inc., to upgrade and enhance the permitting, licensing and code enforcement software used by the City Departments. Accela Inc., was designated a sole source for licensing, maintenance and services of Accela software products. Contract was awarded for a ten-year term, \$3,985,756.60 for the first five years, and \$2,084,776 for years six through ten.

PRIOR COUNCIL ACTION:

March 25, 2008 (Item 9.B) City Council authorized Accela Inc., to upgrade and enhance the permitting, licensing and code enforcement software that was currently in use by the City.

AMOUNT AND SOURCE OF FUNDING:

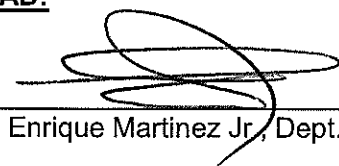
FY18 Approved Budget

Amount: \$491,826.82

Source of Funding: 999-1000-15240-P1506-522020 "Data Processing Services Contracts"

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Enrique Martinez Jr., Dept. of Information Technology Services, Director

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda under **PURCHASING REQUESTS** for the Council Meeting of **JANUARY 23, 2018**.

Strategic Goal No. 5 – Promote Transparent and Consistent Communication Amongst All Members of the Community.

Request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a purchase order to Accela, Inc., the sole source provider of technical support and maintenance for all Accela software products licensed to the City of El Paso, Texas. This is for the annual maintenance and support of the Accela software system used by multiple City Departments for Licensing, Permit, and Code Enforcement.

Department:	Information Technology Services
Award to:	Accela, Inc. San Ramon, CA
Total Estimated Award:	\$491,826.82 (1 year)
Account No.:	999-1000-15240-P1506-522020
Funding Source:	Data Processing Services Contracts
District(s):	All
Sole Source No:	2018-969

This is a Sole Source purchase.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

*******ADDITIONAL INFO BELOW*******



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Jay Colfer. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Accela, Inc
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Accela Land Management, Publicstuff CRM, Accela Asset Management, Accela plan Review
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

[Signature]
Signature

SUBSCRIBED AND SWORN to before me on this _____ day of _____

NOTARY PUBLIC

PRINTED NAME

MY COMMISSION EXPIRES

** see attached California Jurat*

COMPANY NAME: Accela, Inc

ADDRESS, CITY, STATE & ZIP CODE: 2433 Camino Ramon Ste 500 San Ramon, CA 94583

PHONE: 925 359 3375

FAX NUMBER: _____

CONTACT NAME AND TITLE: Alette Noujaim, Contracts Administrator

WEB ADDRESS: _____ EMAIL: anoujaim@accela.com

FEDERAL TAX ID NUMBER: 942707078

TEXAS SALES TAX NUMBER: _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

(Signature lines for document signers)

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Contra Costa

Subscribed and sworn to (or affirmed) before me

on this 16th day of November, 2017,
by John Michael Celfer
Date Month Year

(1) John Michael Celfer

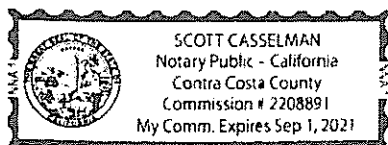
(and (2) _____),

Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature Scott Casselman

Signature of Notary Public



Seal
Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____



2633 Camino Ramon, Suite 500, San Ramon, CA 94583 | (925) 659-3200

November 14, 2017

Ms. Araceli Guerra
Department of Information Technology Services | El Paso, Texas
300 N. Campbell
El Paso, TX 79901

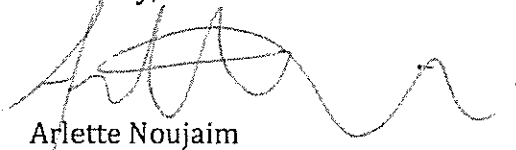
Re: Sole Source Status

Dear Ms. Guerra:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products. Accela, as owner and software manufacturer of Accela software products, is the sole source provider of technical support and maintenance for all Accela software products licensed to the City of El Paso, Texas including Accela Land Management Software, PublicStuff CRM Solution, Accela Asset Management Solution, Accela Plan Review Solution, and others. No third-party vendor, company, or entity is authorized to develop new product features for, provide development services for, or to maintain these products.

Please do not hesitate to contact me directly if you have any questions or concerns. My telephone number is listed below and I am available by email at anoujaim@accela.com.

Sincerely,



Arlette Noujaim
Contracts Administrator
925.359.3375